



## NOAA CAMS INTEGRATED TRAVEL MANAGER DISPATCH

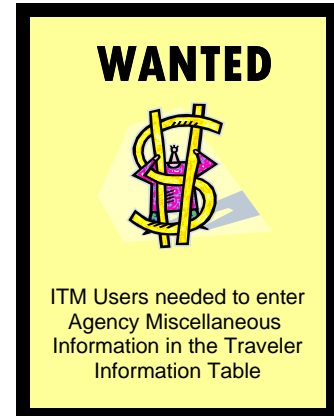
February 12, 2001

### Agency Miscellaneous

We need ITM Users to enter some additional data into the Agency Miscellaneous Window in the Traveler Information Table. This window contains two data entry fields:

ASC - An optional field that identifies the traveler's servicing Administrative Support Center. The valid values are:

<u>Value</u>		<u>Description</u>
H	-	Headquarters (Germantown, MD)
C	-	CASC (Kansas City, MO)
E	-	EASC (Norfolk, VA)
M	-	MASC (Boulder, CO)
W	-	WASC (Seattle, WA)



Bureau - A required field that identifies the traveler's Bureau code. The valid values are:

<u>Value</u>		<u>Description</u>
13	-	BXA
14	-	NOAA

### So, why now?

The Finance Office has informed us that NOAA has been receiving charges to the Citibank Centrally Billed Account that cannot be identified. These charges are for the purchase of common carrier tickets through SATO. SATO relies on the data entered in the Bureau field on the travel authorization to determine which Bureau should be charged for common carrier tickets.



The Bureau Code has always been required on the CD-29 Travel Authorization which is why this field was included in the Agency Miscellaneous Window when we first starting using Travel Manager. However, up until this point, we haven't emphasized the data entry of this field during Travel Manager training.

Entering this data on the Travel Authorization will not totally correct the problem the Finance Office is experiencing, but we can ensure that the default form provides the same data that is shown on the CD-29 Travel Authorization.

#### FINANCE OFFICES:

Washington Metro. Area:	CAMS Travel Manager Help Desk	301-427-1009
	NOAA Travel Office	301-413-3060
Kansas City, MO	CASC	816-426-5965
Norfolk, VA	EASC	757-441-6574
Boulder, CO	MASC	303-437-5307
Seattle, WA	WASC	206-526-4435